Student Behaviour and Discipline Policy

Policy Code:	SW4
Policy Start Date:	September 2026
Policy Review Date:	September 2028

Please read this policy in conjunction with the policies listed below:

- HR5 ICT Acceptable Use Policy
- HR6 Data Protection Policy
- HR9 Positive Handling and Safe Touch Policy
- ICT3 Online Safety (Pupils) Policy
- SW2 Exclusion Policy
- SW3 Misuse of Drugs Policy
- SW5 Safeguarding and Child Protection Policy
- SW6 Anti-Bullying Policy
- SW9 Parental Communications and Complaints Policy
- SW15 LAC and post-LAC Policy
- TL4 Learner Malpractice Policy
- TL6 Special Educational Needs and Disability Policy

1 Policy Statement

1.1 The policy outlines the manner in which pupil behaviour will be managed and relates to the following legislation: *Education Act* 1996; *Education and Inspections Act* 2006; *Section 93, Education and Inspections Act 2006*; *Education (Independent School Standards) (England) Regulations 2014; Behaviour in Schools; Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement*; *The Equality Act (2010); Special educational needs code of practice: 0 to 25 years.*

1.2 The Priory Federation of Academies Trust supports the principles enshrined in Articles 28 (right to education) and 29 (goals of education) of Unicef's Rights of the Child Charter. The Trust endorses the position that: "Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment."

1.3 Any procedures used specifically to support children with challenging behaviour will be in line with the appropriate Local Authority's "Ladder of Intervention".

1.4 References to the Trust or Academy within this policy specifically include all nursery, primary, secondary and special academies within the Trust, as well as Priory Apprenticeships and Lincolnshire ITT.

1.5 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

1.6 This policy sets out the Trust's approach to managing behaviour. Each setting will have its own behaviour procedures, which are contextually appropriate. These are available on the individual setting's website and/or available upon request. Procedures are written in conjunction with this policy (and other Trust policies) and, as such, will not contradict/undermine any element of this policy.

1.6 During exceptional circumstances, for example, during a pandemic, settings may need to amend their behaviour procedures to reflect temporary and/or updated government guidance. Any resulting additions or adjustments will be reflected in the setting's own guidance/procedures and not in this policy. No changes adopted by any setting will be contrary to any statements set out in this policy.

2 Roles, Responsibility and Implementation

2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the

relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Safeguarding.

2.2 This policy is approved by the Education & Standards Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.

2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success. The implementation of this policy on an operational level is the responsibility of the Senior Leader responsible for welfare in each setting.

3 Aims

3.1 The Priory Federation of Academies aims to promote an environment where everyone feels valued and respected. We will endeavour to develop positive relationships between pupils, staff, parents/carers and other members of the wider community where everyone is treated fairly and with equal respect. We are a caring community whose values are built on mutual trust and respect for all. Our aim is to encourage and help to develop self-discipline and responsible behaviour in all pupils in order to support this ethos.

4 A Positive Approach Supporting Principles and Values

4.1 We acknowledge that positive behaviour is a prerequisite for effective teaching and learning, to which all pupils have equal access and with equal regard. We will ensure the reinforcement of academy aims at individual, class and academy levels, supported by positive adult role models. This policy aims not only to promote a set of values for each academy, but a set of values that our pupils will take into the community both whilst they are at academy and after they leave. A curriculum that promotes the spiritual, moral, social and cultural development of the pupils in our care will support this philosophy. Each academy will play an important part in providing pupils with these values.

4.2 Our policy and practice seeks to lead pupils towards high self-esteem and self-discipline. Good discipline arises from positive relationships and from setting expectations of good behaviour.

4.3 The Trust's values are:

- Courage
- Curiosity
- Generosity
- Passion

- Wisdom

4.4 Each academy/setting will promote these values alongside the following principles of:

- awareness of the needs of others;
- compassion;
- courtesy;
- fairness;
- honesty
- respect for truth and justice;
- trust;
- responsibility for one's own actions;
- tolerance; and
- self-discipline.

5 General Rights and Responsibilities

- All teachers have the right to teach.
- All pupils have the right to learn.
- Everybody has the right to be and feel safe.
- Everybody has the right to be listened to.
- Everybody has the right to dignity and personal respect.

5.1 Rights and Responsibilities of all staff members

- To recognise their duty to work together with pupils to ensure they can achieve their potential, whilst promoting mutual respect.
- To ensure lessons are adequately prepared and resourced.
- To create an orderly atmosphere conducive to learning and effective teaching.
- To make expectations of behaviour clear to all pupils.
- To explicitly teach what good behaviour looks like.
- To provide positive adult role models of caring, considerate, consistent and cooperative behaviour.
- To have high expectations of the pupils in terms of behaviour.
- To treat each pupil fairly and ensure that the Academy's expectations are applied consistently.
- To reward and celebrate good behaviour.
- To adhere to the academy's reward and sanction system.

5.2 Rights and responsibilities of all pupils

- To show consideration to others, treating them with dignity, kindness and respect.
- To be polite at all times.

- To act in a responsible manner at all times.
- To dress smartly and to adhere strictly to the setting's uniform expectations.
- To complete all the work set to the best of your ability.
- To show respect for other people's property.
- To support each other and staff.
- To be punctual to the academy and lessons.
- To arrive at the academy properly equipped and ready for learning.
- To follow the academy rules.
- To engage in their learning at all times, never distracting others.

5.3 Parents/carers have an important role in supporting this policy and are encouraged to reinforce the policy at home as appropriate.

5.4 Each setting will have a member of staff who is responsible for behaviour. This member of staff is likely to sit on the Senior Leadership Team (SLT). This member of staff is responsible for ensuring the effective implementation of this policy, alongside the academy's behaviour procedures, whilst working with other key members of staff when necessary, e.g., the Designated Safeguarding Lead (DSL), Curriculum Lead and the SENCO.

6 Induction

6.1 All pupils and staff, as part of their induction to the academy/Trust, will take part in sessions/lessons where this policy and the academy's behaviour procedures are outlined and explained. Staff will also receive clear guidance about the Trust's expectations of their own professional conduct.

6.2 Pupils and staff arriving mid-year will receive the same induction.

6.3 The member of staff responsible for behaviour is responsible for ensuring an effective induction on behaviour and academy rules for all pupils and staff.

6.4 It should be clear, however, that whilst induction forms an important part of setting the scene and making expectations clear, routines and consistency are key to ensuring that behaviour expectations are regularly taught and reinforced.

6.5 Where a pupil's behaviour indicates that they are struggling to meet expectations, or following a period of time out of the academy, e.g., following a suspension or off-site direction, pupils will be re-inducted into the academy, working with an appropriate member of staff depending upon need.

7 Training

7.1 The Trust's Professional Learning Team will provide appropriate training for staff which is required for them to meet their duties and functions in relation to behaviour. This will be delivered by internal members of staff who specialise in a certain area, or through sourcing external experts and/or external courses.

7.2 The Trust's training offer for staff is likely to include the following (depending upon need and availability):

- behaviour management strategies;
- how certain special educational needs, disabilities, or mental health needs may at times affect a pupil's behaviour; and
- understanding conditions, e.g., Autism.

7.3 In addition to this, each academy may wish to deliver bespoke training, focusing on the contextual needs of their pupils and the setting.

8 Behaviour expectations and pupils with Special Educational Needs and Disabilities (SEND)

8.1 Where a child has SEND, the Trust recognises that behaviour will often need to be considered in relation to their SEND (although it does not follow that every incident of misbehaviour will be connected to their SEND).

8.2 When a pupil is identified as having SEND, the graduated approach should be used to assess, plan, deliver and then review the impact of the support being provided. Please see TL6 Special Educational Needs and Disability Policy for further information.

8.3 The Trust recognises the need to ensure that this policy, and any academy behaviour procedures, do not undermine the duties set out in the *Equality Act 2010*, the *Children and Families Act 2014*, and any provisions set out in a child's Education, Health and Care Plan (EHCP), if they have one.

8.4 As part of meeting any of these duties, academies should, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these. For example:

- allowing a child to have short, planned movement breaks if a child's SEND means they find it difficult to sit still for long;
- preparing the child for change in advance, so it is not a surprise;
- adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher; and/or
- adjusting uniform expectations for a pupil with sensory issues.

9 Rewards and Sanctions

9.1 The use of positive recognition and rewards provides an opportunity for all staff to reinforce the Trust's culture and ethos. Positive reinforcements and rewards should be applied clearly and fairly to reinforce the routines, expectations and norms of the academy's behaviour culture.

9.2 Pupils may be rewarded by;

- praise from staff;
- comments in books;
- the academy's reward system;
- displays of work;
- letters home to parents/carers;
- involvement in academy trips;
- an invitation to meet the Governors and/or the Headteacher; and
- awards at the academy's Award Ceremonies.

9.3 When incidents of misbehaviour occur, the first priority should be to ensure the safety of pupils and staff and to restore a calm environment. Staff will respond in a calm and consistent manner, ensuring that any response is fair and proportionate. The aim of any response to misbehaviour should be to maintain the culture of the academy, restore a calm and safe environment in which all pupils can learn and thrive, and prevent the recurrence of misbehaviour.

9.4 For those pupils who demonstrate unacceptable behaviour, the following sanctions may be appropriate:

- verbal reprimand;
- classroom strategies;
- departmental or year detention;
- academy/SLT detention (during the academy day and outside normal academy hours);
- academy based community service;
- telephone call to parent/carer;
- letter home; and/or
- withdrawal of certain privileges.

9.5 For more serious incidents such as bullying, persistent disruption of learning, fighting, vandalism, theft or actions likely to put pupils or staff at risk of harm some of the measures below may be appropriate, after there has been consultation with Senior Staff:

- meeting with Pastoral Leader or Senior Teacher (Pastoral);
- withdrawal of privileges;

- removal from lessons/timetable (parents/carers notified by phone or in writing);
- the use of the report system;
- pupil and parent/carer meeting;
- placement on a Pastoral Support Plan (PSP);
- suspension;
- off-site direction (temporary);
- a managed move; and/or
- permanent exclusion.

9.6 Any measures related to a suspension or permanent exclusion period will follow DfE guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement*. Please see SW2 Exclusion Policy for further information.

9.7 In circumstances where intervention by the Class Teacher/Member of Staff/Form Tutor has left the situation unresolved or the behaviour continues, then a senior member of staff will be consulted and therefore take on the responsibility for addressing particular difficulties and implementing their academy sanction and reward systems.

10 What the law allows

10.1 Teachers can sanction pupils whose conduct falls below the standard which could reasonably be expect of them. This means that if a pupil breaks a rule or fails to follow a reasonable instruction, the teacher can apply a sanction on that pupil.

10.2 Staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of school (see section 13).

10.3 A sanction will be lawful if it satisfies the following three conditions:

a) the decision to sanction a pupil is made by a paid member of school staff or an unpaid member of staff authorised by the Headteacher;
b) the decision to sanction the pupil and the sanction itself are made on the school premises or while the pupil is under the lawful charge of the member of staff; and
c) it does not breach any other legislation (for example in respect of equality, special educational needs and human rights) and it is reasonable in all the circumstances.

10.4 In considering whether a sanction is reasonable in all circumstances, one must consider whether it is proportionate in the circumstances of the case and consider any special circumstances relevant to its imposition

including the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

10.5 The Headteacher may limit the power to apply certain sanctions, or to sanction particular pupils or types of pupils, to certain staff and/or extend the power to discipline to adult volunteers, for example, to parents who have volunteered to help on a school trip.

10.6 Corporal punishment is illegal in all circumstances.

11 Detentions

11.1 A detention is a commonly used sanction, often used as a deterrent to future misbehaviour. It is typically a short period where the pupil is required to remain under supervision of school staff when their peers have been allowed to go home or to break.

11.2 Teachers have authority to issue detention to pupils, including same-day detentions.

11.3 A detention outside normal academy hours will be lawful if it meets the following conditions:

- the pupil is under 18 (unless the detention is during lunch break);
- the Headteacher has communicated to pupils and parents that detentions outside school sessions may be used; and
- the detention is held at the following times:
    a) any academy day where the pupil does not have permission to be absent;
    b) weekends during term – except a weekend during, preceding or following the half term break; or
    c) non-teaching days – referred to as 'Training days', except if it falls on a public holiday, on a day which precedes the first day of term, during the half term break, or after the last academy day of the term.

11.4 With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

11.5 Parental consent is not required for detentions that satisfy the conditions mentioned in this section.

11.6 All members of academy staff can issue a detention.

11.7 Staff should not issue a detention where there is any reasonable concern that doing so would compromise a pupil's safety. When ensuring that a detention outside academy hours is reasonable, staff issuing the detention should consider the following points:

- whether the detention is likely to put the pupil at increased risk;
- whether the pupil has known caring responsibilities;
- whether the detention timing conflicts with a medical appointment;
- whether parents/carers ought to be informed of the detention (academy staff must ensure that parents are notified of any detentions that require a pupil to remain in the academy outside of normal academy hours); and
- whether suitable travel arrangements can reasonably be made by the parent for the pupil (this does not refer to inconvenience for the parent).

12 Removal from classrooms

12.1 Removal from the classroom is where a pupil, for serious disciplinary reasons (including persistent disruptive behaviour), is required to spend a limited time out of the classroom at the instruction of a member of staff, sometimes referred to as 'being removed from timetable'. This is to be differentiated from circumstances in which a pupil is asked to step outside of the classroom briefly for a conversation with a member of staff, and/or the use of separation spaces, e.g., sensory or nurture rooms.

12.2 The use of removal should allow for continuation of the pupil's education in a supervised setting. The continuous education provided may differ to the mainstream curriculum but should still be meaningful for the pupil.

12.3 Removal from the classroom is considered a serious sanction, and should only be used when once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

12.4 Parents/carers should be informed on the same day if their child has been removed from the classroom.

12.5 Removal should be used for the following reasons:

a) to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
b) to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
c) to allow the pupil to regain calm in a safe space.

12.6 The length of time a pupil spends outside of the classroom, following removal, will be proportionate to the behaviour incident. However, even for the most serious behaviour incidents, removal from the classroom will not exceed 5 academy days (per removal).

12.7 Pupils removed from the classroom will take part in a reintegration process prior to returning.

12.8 If the pupil has a social worker, they will be informed in the event that the child is removed from the classroom, and if the pupil is looked-after then the Virtual School Headteacher will be notified, and their Personal Education Plan will be reviewed and amended if necessary.

12.9 Removal from the classroom is not the same as 'seclusion', which is outlined in HR9 Positive Handling and Safe Touch Policy.

13 Behaviour outside of Trust premises

13.1 Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable.

13.2 Each academy will respond, as far as possible and where appropriate, to reported pupil behaviour outside the academy, including online conduct, e.g.:

- when taking part in any academy-organised or academy-related activity;
- when travelling to or from the academy;
- when wearing academy uniform;
- when in some other way identifiable as a pupil at the school;
- that could have repercussions for the orderly running of the academy;
- that poses a threat to another pupil; and/or
- that could adversely affect the reputation of the academy/Trust.

13.3 In the event that a member of staff witnesses misbehaviour outside of the academy premises, or misbehaviour is reported to the academy, the member of staff responsible for behaviour will be responsible for ensuring the incident is appropriately managed and responded to.

13.4 The decision to sanction a pupil will be lawful if it is made on the academy premises or elsewhere at a time when the pupil is under the control or charge of a member of staff.

14 Drug-related incidents

14.1 Pupils who commit a drug-related offence may expect to be suspended (Please refer to SW3 Misuse of Drugs Policy.) However, suspension should not be the automatic response to a drug incident and permanent exclusion should only be used in serious cases, where allowing the pupil to remain in the academy would seriously harm the education or welfare of the pupil or others in the academy.

15 Sexual violence and sexual harassment

15.1 All pupils are encouraged, and supported, to report any incident of sexual violence and/or sexual harassment. The Trust encourages all pupils to call out and report anything that makes them uncomfortable, no matter how 'small' they think it is. For definitions of sexual violence and sexual harassment, please see SW5 Safeguarding and Child Protection Policy.

15.2 Through the work done with pupils, each academy will make it clear to children and young people that reporting incidents can benefit everyone, including:

- the victim(s): by stopping the problem and getting the help and support they need;
- other people: by preventing it happening to someone else; and
- the alleged perpetrator(s): catching problematic behaviour early can help them avoid criminal offences later in life.

15.3 Where any individual makes a report, the Trust will:

- take their safety and wellbeing seriously;
- listen to them;
- act on their concerns; and
- not tolerate or accept abuse.

15.4 All reports of sexual violence and/or sexual harassment will be dealt with by the setting's DSL, in accordance with SW5 Safeguarding and Child Protection Policy, with sanctions used as appropriate in line with this policy. In line with the *Keeping children safe in education* and guidance from the Lincolnshire Safeguarding Children Partnership, an initial assessment will determine whether an academy needs to:

- manage the incident internally;
- refer to early help;
- refer to children's social care; and
- report to the police.

15.5 Any setting's response to an incident of sexual violence and/or sexual harassment will, in line with this policy, be proportionate, considered and supportive (for all individuals involved).

15.6 In the event that an incident occurs which requires the separation of pupils for safeguarding purposes, this will be managed in line with the guidance set out in SW2 Exclusion Policy.

16 Online incidents

16.1 The Trust expects the same standards of behaviour from pupils online, as are expected offline. All individuals should be treated with kindness, respect and dignity.

16.2 Whilst parents/carers are responsible for managing their child's behaviour outside the academy day and off the Trust premises, academies will sanction pupils when their behaviour online poses a threat or causes harm to another pupil, and/or could have repercussions for the orderly running of the academy/Trust, when the pupil is identifiable as a member of the academy or if the behaviour could adversely affect the reputation of the academy/Trust.

16.3 If an incident involved nude or semi-nude images and/or videos, sexual harassment and/or sexual violence, this should be referred to the setting DSL, in line with academy procedures.

17 Suspected criminal behaviour

17.1 In cases when a member of staff or Headteacher/Head of Setting suspects criminal behaviour, the academy should make an initial assessment of whether an incident should be reported to the police only by gathering enough information to establish the facts of the case. These initial investigations should be documented, and academies should make every effort to preserve any relevant evidence.

17.2 Once a decision is made to report the incident to the police, academies should ensure any further action they take does not interfere with any police action taken. However, academies retain the discretion to continue investigations and enforce their own sanctions so long as it does not conflict with police action.

17.3 Where necessary, a report to the police may also trigger a referral to Children's Services, with the member of staff responsible for behaviour working with the setting DSL.

18 Safeguarding

18.1 In all instances of misbehaviour, staff should consider whether the misbehaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case, staff should follow the safeguarding policy and inform the Designated Safeguarding Lead (DSL) or a Designated Safeguarding Officer (DSO). Please refer to SW5 Safeguarding and Child Protection Policy for further information.

19 Support strategies (preventing recurrence)

19.1 The Trust recognises that challenging behaviour is rarely without cause and that effective behaviour management will include support strategies that explore the reasons for any behaviour and provide appropriate responses.

19.2 All settings within the Trust, as part of a proactive (and, at times, reactive) approach to behaviour, adhere to the Trust's frameworks. The Behaviour for Inclusion framework sets out a tiered approach to supporting pupils and staff, with the aim of reducing behaviour incidents and providing the right level of intervention at the right time.

19.3 Initial intervention to address underlying factors leading to misbehaviour should include an assessment of whether appropriate provision is in place, using the Trust's Assessment of Need document.

19.4 Some of the support measures which may be used include:

- restorative conversations (internally or with external services);
- mentoring and Coaching;
- referrals to external services/partners;
- referral to academy safeguarding team;
- Pastoral Support Plan (PSP);
- screening for unmet learning needs;
- curriculum interventions;
- educational conversations/sessions, e.g., working with an external agency such as the Police; and/or
- Pupil Support Unit.

20 Prohibited and banned Items

20.1 All stakeholders will recognise that there is a broad range of items which, if brought into an academy setting or are in the possession of a young person, could compromise the health and safety of the individual pupil and other members of the school community, including pupils, staff or visitors to the academy.

20.2 The Priory Federation of Academies Trust has a duty under paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 to ensure that arrangements are made to safeguard and promote the welfare of the pupils in all its academies.

20.3 See Appendix A for a list of prohibited items and those items held by the Trust to be 'banned items' in each setting.

20.4 The Trust considers that all of the items listed in Appendix A are inappropriate and possession of such items on Trust premises, on the

journey to and from the academy, on an academy visit or any extra-curricular activity (on or off the academy premises) is unacceptable.

21 Responding to an incident involving prohibited or unauthorised items

21.1 The Trust understands that pupils can, at times, make poor choices and that these choices may from time to time breach the standards of expected behaviour, or a pupil may foolishly or unwittingly bring into the academy an inappropriate, prohibited or banned item. When considering the consequences of such an event, the Headteacher or designated member of staff will thoroughly investigate the circumstances. If necessary and proportional, the Headteacher may issue a suspension whilst this process is underway.

21.2 When considering the appropriate response, the Headteacher will have regard to the reason for the pupil's actions, the pupil's own vulnerability, any mitigating factors or history of trauma. The Headteacher will also consider any intent to use the item, and any history of intimidating or threatening behaviour from the pupil.

21.3 The following will be considered:

- motivation and intent;
- the specific item;
- the pupil's awareness of the health and safety implications of the item in possession;
- the pupil's own account and rationale for possession of the item;
- any threats or intimidation made in relation to the item;
- any mitigating circumstance, e.g., victim of bullying;
- perceived or actual threats/intimidation from others towards the pupil (inside or outside of the setting);
- frequency/repeated breaches;
- manipulation/duress of the pupil by others;
- mental health of the pupil/history of self-harm;
- history of trauma;
- vulnerability of the pupil; and
- any SEND the pupil may experience.

21.4 The Headteacher will thoroughly assess the response to any such breaches and give balanced consideration to safeguarding all staff and pupils, including the pupil involved, and the impact of the incident on the pupil of any decision to permanently exclude them from the academy.

22 Searching, screening and confiscation

22.1 In accordance with the DfE's guidance *Searching, Screening and Confiscation,* under common law, staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed. However, staff must be alert to the fact that a pupil's ability to give consent may be influenced by their age or other factors.

22.2 In addition to this, Headteachers, and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see Appendix A). Headteachers and authorised staff can also search, with consent, for any banned item which has been identified in the rules as an item which may be searched for (see Appendix A for the list of banned items).

22.3 All searching, screening or confiscation will be carried out by the Headteacher and/or staff authorised by them and in accordance with the DfE guidance *Searching, Screening and Confiscation*. Academies must be aware that the powers only apply in England.

23 Before searching

23.1 A search can be considered if the member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in Appendix A for which a search can be made, or if the pupil has agreed.

23.2 The authorised member of staff should make an assessment of how urgent the need for a search is and should consider the risk to other pupils and staff.

23.3 Before any search takes place, the member of staff conducting the search should explain to the pupil why they are being searched, how and where the search is going to take place and give them opportunity to ask any questions.

23.4 The authorised member of staff should always seek the co-operation of the pupil before conducting a search. If the pupil is not willing to co-operate with the search, the member of staff should consider why this is. Reasons might include that they:

- are in possession of a prohibited item;
- do not understand the instruction;
- are unaware of what a search might involve; or
- have had a previous distressing experience of being searched.

23.5 If a pupil continues to refuse to co-operate, the member of staff may sanction the child in line with this policy, but should seek advice from the Headteacher, DSL, or pastoral staff, who may have more information about the pupil. During this time, the pupil should be supervised and kept away from other pupils.

23.6 If a pupil refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. A member of staff can use such force as is reasonable to search for any prohibited items identified in Appendix A, but not to search for items which are identified as 'banned items'. The decision to use reasonable force should be made on a case-by-case basis. For more information, please see HR9 Positive Handling and Safe Touch Policy.

24 Location of search

24.1 An appropriate location for the search should be found. Where possible, this should be away from other pupils. The search must only take place on the Trust premises or where the member of staff has lawful control or charge of the pupil, for example on an educational visit.

25 The authorised member of staff

25.1 The member of staff carrying out the search must be the same sex as the pupil, and there must be a witness (also a staff member) and, if possible, they should also be the same sex as the pupil being searched.

25.2 The limited exception to this rule is that a member of staff can carry out a search on a pupil of the opposite sex, and/or without a witness present, **only**:

- if the member of staff reasonably believes that there is a risk that serious harm can be caused if they do not conduct the search immediately; **and**
- in the time available, it is not reasonably practical for the search to be carried out by a member of staff who is the same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

25.3 Where a member of staff conducts a search without a witness (in line with 25.2), they should immediately report this to another member of staff, and ensure a record of the search is kept.

26 The extent of the search

26.1 A member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers.

26.2 The person conducting the search must not require the pupil to remove any clothing other than outer clothing.
'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves.

26.3 'Possessions' means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags.

26.4 A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

26.5 The member of staff may use a metal detector to assist with the search.

26.6 The member of staff's power to search outlined above does not enable them to conduct a strip search.

26.7 The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, for example, a strip search.
Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. While the decision to undertake the strip search itself and its conduct are police matters, academy staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times. Before calling police into school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.
Where academy staff feel the potential for a strip search through police involvement is absolutely necessary, staff must first contact the Trust DSL to discuss this.
Once the police are on academy premises, the decision on whether to conduct a strip search lies solely with them, and the role of the school is to advocate for the safety and wellbeing of the pupil(s) involved. Staff must ensure that the search is carried out in line with DfE guidance *Searching, Screening and Confiscation.*

27 After the search

27.1 An authorised member of staff carrying out a search can confiscate any item that they have reasonable grounds for suspecting:

- poses a risk to staff or pupils;

- is prohibited, or identified in this policy for which a search can be made (Appendix A); or
- is evidence in relation to an offence.

27.2 Any prohibited or banned items found will be confiscated and managed in line with the DfE guidance.

27.3 The pupil will be removed from normal academy activities and given the opportunity to make an account concerning their reasons for having this item in school.

27.4 Staff should inform the member of staff responsible for behaviour and the Academy DSL, to ensure the appropriate response and the right level of support is put into place.

27.5 The Headteacher will consider whether appropriate to inform the police. However, for all incidents which involve the possession of a weapon or an item used offensively, the police will be informed. 'Items used offensively' refers to routine items, e.g., compass, pencil, used inappropriately to cause harm, distress or intimidation.

27.6 In the event that the item has been used to intimidate, threaten or harm others, the police should be informed. The Headteacher will follow the advice in the DfE guidance *Searching, Screening and Confiscation* when deciding whether to pass the confiscated item to the police, destroy it or return it.

27.7 The response to any pupil found with or believed to have possession of a prohibited or banned item will be managed in accordance with this policy.

27.8 If necessary and proportionate, a suspension will be considered to give opportunity for the incident to be investigated by the Headteacher or a senior member of the academy.

28 Recording searches

28.1 A search form will be completed and signed by the members of staff carrying out the search and the pupil. Staff must use the Trust template, which is available on SharePoint (Education → Inclusion).

28.2 All search forms will be saved to the relevant child's MyConcern record, logged in line with Trust guidance.

29 Informing parents/carers

29.1 Settings are not required to inform parents/carers before a search takes place or to seek their consent to search their child. Parents/carers will

be contacted following the search (as soon as is practicable), and may be invited to the academy to discuss the issue.

30 Obligations under the European Convention on Human Rights (ECHR)

30.1 Under Article 8 of the European Convention on Human Rights, pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy.

30.2 The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.

30.3 The powers to search in the Education Act 1996 are compatible with Article 8. Any Trust setting exercising these powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8.

31 Safeguarding response to an incident involving banned items

31.1 The Headteacher/Head of Setting will always consider their safeguarding responsibilities arising from the discovery of a prohibited or banned item and the Designated Safeguarding Lead (DSL) will make referrals as appropriate. Each setting will always consider a multi-agency approach to addressing wider needs including completing an Early Help Assessment with the child/family. Referrals to appropriate external support agencies will be made where necessary.

31.2 In the event that a pupil is found with racist or extremist material a safeguarding referral may be made to the Local Authority, in accordance with the Prevent duties. The setting will also establish internal interventions and support to address these concerns with the pupil and the wider academy community.

31.3 Some young people experiencing distress may have a tendency to self-harm and may in this circumstance be particularly vulnerable to breaches of this policy and be found in possession of an inappropriate item. In all instances of this nature, the academy should seek to safeguard the pupil by responding in a sensitive and supportive rather than just a punitive manner.

32 Consequences following an incident involving banned items

32.1 The Trust does not condone any behaviour which places the individual pupil, or any other person, at risk; a serious breach of the Trust's behaviour policy will result in a consequence. However, any decision to

suspend or permanently exclude the pupil will be made in line with exclusion legislation. That is, the decision will be rational, reasonable, fair and proportionate. Please see SW2 Exclusion Policy for further information.

32.2 Consideration will be given to the support already in place for the pupil, for example, reasonable adjustments made as a result of an additional need.

32.3 Following a thorough investigation the Headteacher will consider the appropriate response which could include one or a combination of:

- family/academy meeting;
- PSP;
- a period of internal exclusion;
- amended timetable;
- restrictions on movement around Academy site;
- detentions;
- loss of privileges;
- off-site direction;
- suspension;
- managed move;
- changing classes or teaching groups;
- restorative conversation;
- formal restorative conference;
- behaviour contract;
- referral to external support;
- implementation of risk-assessment; and/or
- permanent exclusion.

32.4 Before any decision to permanently exclude a pupil, the Headteacher will:

- thoroughly investigate the incident;
- enable the pupil to make their own account regarding the incident;
- consult with the Local Authority (where appropriate);
- consider a referral for a restorative conversation or conference;
- complete a risk-assessment to inform how the academy can support the continuation of the pupil in the academy;
- thoroughly consider the support and interventions the academy can establish in order to sustain the pupil in their current setting;
- explore a managed move or suspended permanent exclusion (where applicable); and
- for pupils with an Education, Health and Care (EHC) plan or for Looked after Children, contact the relevant team within Children's Services.

33 Mobile Phones

33.1 In line with guidance from the DfE, the Trust prohibits pupils from using mobile phones throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime. This prohibition includes the use of other smart technology with similar functionality to mobile phones, for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video. For the purpose of this policy, this will be collectively referred to as 'mobile phone(s)'.

33.2 Each academy will have specific information for pupils and parents/carers which will detail the rules around mobile phones, which can be found at Appendix B at the end of this policy. This will include:

- when mobile phones can be used, for example, once a pupil has left the academy site;
- where/how mobile phones must be stored during the school day, including what pupils must do if they have 'wearable tech', e.g., a smart watch;
- any sanctions that may be issued as a result of misuse of mobile phones.

33.3 Whilst neither a prohibited nor banned item, in line with the DfE guidance *Searching, Screening and Confiscation,* mobiles phones (and other smart technology) are items that may be searched for by staff. If a search is required, this will be carried out in line with the process outlined in Sections 23 – 32 of this policy.

Sixth Form

33.4 In order to acknowledge that post-16 is a period of education where young people have increased independence and responsibility there will be certain and limited times when post-16 students can have permitted access to their mobile phones. Where applicable, the academy's approach for post-16 students will be outlined in the academy-specific information within the appendices at the end of this policy. Post-16 students will not be permitted to use mobile phones in front of younger pupils on any site.

33.5 If a post-16 student chooses to use their mobile phone on site, in line with the academy's rules, they must do so in line with the guidance set out in the Trust's HR5 ICT Acceptable Use Policy and ICT3 Online Safety Policy (Pupils).

33.6 Misuse of their mobile phones will be dealt with in line with this policy and the academy's behaviour system.

Educational visits and extra-curricular activities

33.7 For the majority of educational visits and extra-curricular activities, the use of mobile phones will not be permitted for the duration of the visit/activity. However, it may be necessary for a pupil to have a mobile phone on their person due to the time of day and/or location of the visit/activity.

33.8 For extra-curricular activities that take place during the academy day, the normal academy rules with regards to the use of mobile phones will apply.

33.9 For extra-curricular activities that take place after-school on site, the normal academy rules with regards to the use of mobile phones will apply. However, should a pupil need to use their mobile phone for a specific purpose, e.g., to contact an adult to organise travel home, then with staff permission they may use their mobile phone for that purpose. In these instances, staff are responsible for ensuring that pupils use their mobile phones appropriately, for example, in a specific location.

33.10 For educational visits which take place out-of-hours, or extra-curricular activities which take place off-site, the lead member of staff and a member of the Senior Leadership Team (SLT), must ensure that clear expectations are provided to pupils and parents/carers in advance with regards to the use of mobile phones. Where the use of mobile phones is permitted:

- there should be a specific purpose, for example, contact with home;
- this should only be at specific times and in specific locations; and
- the use of mobile phones should be as directed by staff and/or the visit/activity briefing.

33.11 In the event that mobile phones are permitted, any pupil using their personal device must do so in line with the guidance set out in the Trust's HR5 ICT Acceptable Use Policy and ICT3 Online Safety Policy (Pupils).

Exceptions and reasonable adjustments

33.12 The Trust accepts that there will be individual circumstances where it will be appropriate to allow a pupil to have access to their mobile phone during the day. For example:

- to support pupils with medical conditions;
- to support a disabled pupil, where access is necessary due to the nature of their disability;
- in exceptional circumstances, for example, a family emergency.

33.13 Where exceptions are made, this will be done in agreement with a member of SLT (or nominated Middle Leader), the pupil (if possible) and their parents/carers (if appropriate).

33.14 In the event that an exception is made, a specific amendment to the normal academy rules regarding mobile phones will be agreed. For example, an agreement that a pupil can use their mobile phone for an agreed purpose, in a specific location at specific time(s). An exception will not mean that the pupil is exempt from all restrictions on the use of their mobile phone.

33.15 In the event that mobile phones are permitted, any pupil using their personal device must do so in line with the guidance set out in the Trust's HR5 ICT Acceptable Use Policy and ICT3 Online Safety Policy (Pupils).

34 Confiscation as a disciplinary penalty

34.1 Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

34.2 The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

35 Policy change

35.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

Appendix A

Prohibited items

The DfE's *Searching, Screening and Confiscation* advice identifies prohibited items as:

- Knives or weapons;
  The definition of 'knife' in this document includes any bladed article including – craft knife, Stanley knife, Swiss Army knife, fishing knife, razors, kitchen knives or any bladed item including improvised or self-made items. The term 'weapon' refers to any gun, including air rifle, BB gun, toy guns, pellet guns, crossbow, tasers, blow pipes, knuckledusters or any similar item made for the purpose of assault or defence. Self-made items are those that have been crafted or adapted for the purpose of self-harm, or to threaten others, and include but is not restricted to shards of glass, mirrors, sharpened sticks, pencil sharpener blades, broken rulers.
- Alcohol;
- Illegal drugs;
- Stolen items;
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil); and/or
- An article specified in regulations (The Schools (Specification and Disposal of Articles) Regulations 2012):
  - Tobacco and cigarette papers;
  - Fireworks; and
  - Pornographic images

This list is not exhaustive; it is not constrained by the criminal definition of an offensive weapon but refers to any item which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

Banned items

In addition to the items identified above there are a number of other items which could cause harm, distress or injury to pupils or persons, or could adversely affect good order and discipline of the school community. The Trust consider that the following items are inappropriate and should not be brought into the academy/onto Trust premises:

- Chains
- Catapults
- Chewing gum

- Lighters/matches
- Tools, e.g., screwdrivers, hammer, nails etc.
- Pepper sprays and gas canisters
- Any item fashioned to cause injury, e.g., a sharpened stick
- Laser pens
- Dangerous chemicals, e.g., acids, hair dyes, bleaches
- Aerosol (including deodorant and hair spray)
- E-Cigarettes (including vapes/vape pens) and nicotine-based products
- Stink bombs/smoke bombs/flares
- Solvents, legal highs or other substances
- Super glue
- Needles (syringes, if required for medical grounds, should be kept in accordance with the pupil's Individual Medical Care Plan and the Trust's HS2 Medical Treatment Policy)
- Offensive material, e.g., anything pornographic, racist, homophobic, transphobic, extremist material
- Rope and cable ties

This is not an exhaustive list and the Headteacher may consider other items as inappropriate if they believe that the possession of the item is to cause harm, distress or injury to another.

Banned items during formal examinations

In line with the Joint Council for Qualifications (JCQ) regulations, the following items are considered to be banned from the examination room:

- notes;
- an iPod, MP3/4 or similar device;
- a mobile phone;
- a watch;
- AirPods or earphones/earbuds;
- smart glasses; and/or
- any potential technological/web enabled sources of information.

This list may be subject to change in line with any changes made to JCQ guidance.

In the event that an individual has a concern that a pupil has brought a banned item into an examination room, the process that will be followed is set out in TL4 Learner Malpractice Policy.

Appendix B

Site specific expectations on the use of mobile phones (including the use of other smart technology with similar functionality to mobile phones, for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video).

The Priory Belvoir Academy

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before they come onto the academy site.
Where should a phone/device be stored during the day?	Student are able to keep phones on them but they should be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the academy.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The Pastoral Team or a member of Student Reception. This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Go to their Pastoral Manager or Student Reception.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	• If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in student reception. In the first instance, students can collect their phone at the end of the academy day. Parents/Carers are made aware of this through the Class Charts app. • If a mobile phone is used, seen or heard on the academy site for a second time, it will be confiscated and securely placed in student reception. Parents/Carers will be required to collect the phone and they will receive a communication to inform them of this. • Further instances of inappropriate use of mobile phones result in students needing to hand their phones in each day for a period of time, which is then reviewed.

Bracebridge Infant and Nursery School

Pupils are not permitted to bring mobile phones onto site.
If required for exceptional circumstances, parents/carers should speak to the Headteacher in the first instance.

Cherry Willingham Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before they come onto the academy site.
Where should a phone/device be stored during the day?	Students are able to bring their phones if required, but these are to be handed into main reception on arrival, where they are kept in a locked cupboard.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The academy's Administrator (main reception). This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Go to main reception.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the main reception. In the first instance, students can collect their phone at the end of the academy day. Parents/Carers are made aware of this via a telephone call. If a mobile phone is used, seen or heard on the academy site for a second time, it will be confiscated and securely placed in main reception, but students will not be able to collect their phone until the end of the next academy day. Parents/Carers will receive a telephone call to make them aware. Further instances of inappropriate use of mobile phones will result in students needing to hand their phones in each day for a period of time, which is then reviewed.

Heighington Millfield Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	All phones are switched off and handed in as they enter the classroom and collected by the Class Teacher.
Where should a phone/device be stored during the day?	Children in Year 5/6 are able to bring a phone into school if they are walking or biking home. Signed consent needs to be obtained before this can happen. Phones are collected by the Class Teacher at the start of the school day as children enter the classroom, and stored safely until the end of the day.
At the end of the day, when can a phone/device be used?	Phones can be used once children leave school. They can be switched on as they are given back, ready to either walk or bike home.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Main Reception.
If a child needs to ring home during the day, they should:	Speak to their Class Teacher.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the classroom phone storage. Parents/Carers will be made aware of this by phone call or email.

Huntingtower Community Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with pupils who have been permitted to bring a phone in. All phones should be switched off before they come onto the academy site.
Where should a phone/device be stored during the day?	Pupils in Years 5 and 6 who walk to and from the academy are able to bring a phone to the academy if needed. It has to be handed to the Class Teacher at the start of the academic day, to be stored in the class-based safe location. Phones are then returned at the end of the academic day.
At the end of the day, when can a phone/device be used?	Phones can be used once pupils leave the academy premises and once on the footpaths surrounding the academy. The phones should not be turned back on until they have left the academy gates.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Main Reception.
If a child needs to ring home during the day, they should:	Speak to their Class Teacher.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the main administration office. In the first instance, pupils can collect their phone at the end of the academy day. If a mobile phone is used, seen or heard on the academy site for a second time, it will be confiscated and securely placed in main administration office, but pupils will not be able to collect their phone until the end of the next academy day. Parents/Carers will receive a ClassDojo or telephone call to inform them of this. Further instances of inappropriate use of mobile phones will result in pupils not being able to bring their phone into the academy for a period of time, before it is reviewed.

The Priory City of Lincoln Academy

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to 3.00pm' routine with students. All phones should be switched off before students come onto the academy site and stored in bags for the duration of the day.
Where should a phone/device be stored during the day?	Students are able to keep phones with them but they shored be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the Keyworth gates. Storing phones in pockets where they are partially visible or visible through outline is deemed to be 'seen', in line with the DfE guidance.
At the end of the day, when can a phone/device be used?	Phones can be switched on and used once students leave their lesson at 3.00pm. If students are then attending an enrichment or detention, mobile phones should not be used during the enrichment or detention.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Their child's Pastoral Manager. This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Speak to their Pastoral Manager or go to Student Reception. Ideally this will be during Personal Development time, break or lunch. Only in an emergency should a student request to ring home during lesson time.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the Pastoral Office or Student Reception. In the first instance, students can collect their phone at the end of the academy day. Parents/Carers are made aware of this through Class Charts. If a mobile phone is used, seen or heard on the academy site for a second time in a Module, it will be confiscated and securely placed in Student Reception, but students will not be able to collect their phone until the end of the next academy day. Parents/Carers will receive communication through Class Charts, InTouch and/or a phone call. Further instances of inappropriate use of mobile phones will result in students needing to hand their phone in each day for a period of time (at least one Module) before it is reviewed.
Sixth Form	Sixth Form students are permitted to use their phones in the Sixth Form Common Room and Sixth Form Workroom. Phones must be stored away when students leave these locations.

Ling Moor Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	As soon as a child enters the school site, their phone should be turned off and handed into Reception, who will store the phone for the duration of the school day.
Where should a phone/device be stored during the day?	Children are only permitted to bring a mobile phone to site following agreement from the Headteacher. This is gained through the completion of a mobile phone form. Phones must be handed into Reception at the start of the school day, where they are secured by the admin team in a locked drawer.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The Headteacher.
If a child needs to ring home during the day, they should:	Talk to their Class Teacher.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in Reception. In the first instance, students can collect their phone at the end of the academy day. If this occurs, parents/carers will be contacted. If a mobile phone is used, seen or heard on the academy site for a second time it will be confiscated and securely placed in Reception. Parents/Carers will be contacted and asked to collect from Reception. At this point, the permission for a child to bring their phone into school will be reviewed.

The Priory Academy LSST

<table>
<tr><td>At the start of the day, when should a phone/device be switched off and stored away?</td><td>All phones/devices should be switched off at 8.20am or when a student enters the building.</td></tr>
<tr><td>Where should a phone/device be stored during the day?</td><td>Students are able to keep phone/device with them but they should be turned off and placed in their bags.</td></tr>
<tr><td>At the end of the day, when can a phone/device be used?</td><td>All phones/devices can be used from 3.05pm and once students have left the building.</td></tr>
<tr><td>In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:</td><td>Parents/carers should contact their child’s Pastoral Manager or Head of Year.</td></tr>
<tr><td>If a child needs to ring home during the day, they should:</td><td>Students should speak to a member of staff to seek permission to go to the academy reception.</td></tr>
<tr><td>What action will be taken if a child’s phone/device is seen and/or heard by staff when it is not permitted to be used?</td><td>The phone/device will be confiscated and this will be recorded on Satchel:One and a Head of Year detention given. Students will be able to collect at the end of the academy day from the Pastoral Room. Should a phone/device be confiscated for a second or further time additional consequences will be given.
<table>
<tr><td>Confiscation</td><td>Consequence</td></tr>
<tr><td>1</td><td>Mobile Phone confiscated. Logged on Satchel and Head of Year detention.</td></tr>
<tr><td>2</td><td>Mobile phone confiscated. Logged on Satchel and SLT detention.</td></tr>
<tr><td>3</td><td>Mobile phone confiscated. Logged on Satchel and student goes to reflection for a period of time. Parents/Carers contacted directly. Phone to be handed in every day for a specified period.</td></tr>
<tr><td>4</td><td>Mobile phone confiscated. Logged on Satchel. Meeting with parents/carers to discuss potential further consequences and phone not being in school.</td></tr>
</table></td></tr>
<tr><td>Sixth Form</td><td>Sixth Form students are permitted to use their phones/devices in the Common Room and other designated Sixth Form areas, such as lessons and supervised studies.</td></tr>
</table>

The Priory Pembroke Academy

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before students come onto the academy site.
Where should a phone/device be stored during the day?	Student are able to keep phones on them but they shored be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the academy.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The Inclusion Lead or a member of Student Reception.
If a child needs to ring home during the day, they should:	Speak to their Inclusion Lead or Student Reception
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in Student Reception. In the first instance, students can collect their phone at the end of the academy day. If a mobile phone is used, seen or heard on the academy site for a second time, it will be confiscated and securely placed in Student Reception, but students will not be able to collect their phone until the end of the next academy day. Parents/Carers will receive a text message or call to inform them of this. Further instances of inappropriate use of mobile phones will result in students needing to hand their phone in each day for a period of time, before it is reviewed.

The Priory Ruskin Academy

At the start of the day, when should a phone/device be switched off and stored away?	Students are able to keep phones on them but they should be stored out of sight. Students are encouraged to ensure that phones are placed in their bag before they enter the academy. If a student is wearing a smart watch, they will be asked to evidence that this is not connected to a mobile device. This can be done by showing that their mobile phone is turned off. If the phone is switched on then both the phone and the watch will be confiscated.
Where should a phone/device be stored during the day?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before they come onto the academy site.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Exceptional circumstances can be requested via a member of the Pastoral Team or Student Reception. This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Should a student need to make contact with home during the academy day they should go to their Pastoral Manager or Student Reception.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in student reception. In the first instance, students can collect their phone at the end of the academy day. Parents are made aware of this through the Class Charts app. If a mobile phone is used, seen or heard on the academy site for a second time, it will be confiscated and securely placed in student reception, but students will not be able to collect their phone until the end of the next academy day. Parents/Carers will receive a text message to inform them of this. Further instances of inappropriate use of mobile phones will result in students needing to hand their phone in each day for a period of time, which is then reviewed.
Sixth Form	Sixth Form students are permitted to use their phones in the downstairs of the Pavilion building. They must be stored away when they leave this area or when they enter classrooms in the upstairs of the Pavilion.

St John's Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	Phones are only permitted to be brought into the academy by children who walk to school by themselves. This is communicated to parents/carers. If a child is dropped off at school and picked up by a parent or known adult, then there is no reason for them to bring a phone into school. The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before they come onto the academy site.
Where should a phone/device be stored during the day?	Mobile Phones are collected at the start of the day and stored securely in the school office until the end of the day.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the main gates via the front of school or the access gate located at the rear of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Speak to a member of the Senior Leadership Team (Mrs Jefferson or Mrs Tasker).
If a child needs to ring home during the day, they should:	Speak to their Class Teacher, who will arrange this with the school office if needed.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the school office. Parents/Carers will be contacted and will be asked to collect this themselves from the main office. If there are repeated instances then parents/carers will be informed that the child can no longer bring their phone to school. Further actions from this would be discussed in a meeting with parents/carers.

Waddington Redwood Primary Academy

At the start of the day, when should a phone/device be switched off and stored away?	All phones should be switched off before pupils come onto the academy site. Pupils must take their phone to the main office, where they are kept until the end of the school day.
Where should a phone/device be stored during the day?	Pupils in Year 5 and 6 are allowed to bring mobile phones to school once this has been approved by the Headteacher. Pupils must take their phone to the main office, where they are kept until the end of the school day.
At the end of the day, when can a phone/device be used?	Phones can be used once pupils leave the main gates via the front of the academy.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	Main Reception.
If a child needs to ring home during the day, they should:	Speak to their Class Teacher.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the main office. Pupils can collect their phone at the end of the academy day. Parents/Carers will be informed. If a mobile phone is used, seen or heard on site for a second time, it will be confiscated and securely placed in the main office and a phone call to parents/carers will be made asking them to collect it. Further instances of inappropriate use of mobile phones will result in pupils being unable to bring their mobile phone into school and this will be discussed with parents/carers. This will then be reviewed.

Willoughby Academy

At the start of the day, when should a phone/device be switched off and stored away?	Pupil phones are put straight in to the Teacher's cupboard on arrival in the classroom.
Where should a phone/device be stored during the day?	All pupil phones must be handed to the Class Teacher first thing in the morning, and are stored in the Teacher's cupboard until the end of the day.
At the end of the day, when can a phone/device be used?	Phones can be used once pupils are on transport or with parents/carers.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	A member of SLT.
If a child needs to ring home during the day, they should:	Speak to their Class Teacher, who will ask the administration team to ring home.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	Pupils will be reminded of academy protocol with phones and that they must be handed in to the Class Teacher. Parents/Carers will also be informed. If a pupil does not follow academy protocol, then parents will be advised not to send it into school or that the device must be left on transport.

The Priory Witham Academy – Primary

As children get older and become more independent, we do see an increase in the number of mobile phones that are brought into the academy. This usually happens when pupils enter Year 5 and Year 6 and are able to walk to and from school without their parents/carers. We would not expect a child in a year group younger than this to bring a mobile phone to school. If your child is in Year 4 and below, and you want them to bring their mobile phone to school, please discuss this with their Class Teacher in the first instance.

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with pupils. All phones should be switched off before pupils enter the school site through the green gates.
Where should a phone/device be stored during the day?	Pupils are expected to ensure that phones are placed in their bag or blazer before they enter the academy and are switched off. When they reach their classroom, they should hand it to an adult who will lock it away for the day.
At the end of the day, when can a phone/device be used?	Phones can be used once pupils leave the school site through the green gates.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The child's Class Teacher. This will then be reviewed with a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Speak to their Class Teacher.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the Phase Leader's office. In the first instance, pupils can collect their phone at the end of the academy day and review expectations with their Phase Leader. This will be communicated to parents/carers. If a mobile phone is used, seen or heard on the academy site repeatedly it will be confiscated and securely placed in the Phase Leader's Office, but a parent/carer will need to collect the phone by 4.30pm from Primary Reception (or it can be kept until the end of the next academy day). This will be communicated to parents/carers. Persistent misuse of a mobile phone by a pupil will result in a parent/carer meeting where a plan is discussed regarding mobile phone usage. The pupil will then hand their phone in each day to their Phase Leader for a period of time, before it is reviewed. Alternatively, the pupil will be asked to leave their mobile phone at home.

The Priory Witham Academy - Secondary

At the start of the day, when should a phone/device be switched off and stored away?	The academy uses a 'Gate to Gate' routine with students. All phones should be switched off before students come onto the academy site.
Where should a phone/device be stored during the day?	Student are able to keep phones on them but they should be stored out of sight. Students are encouraged to ensure that phones are placed in their bag or blazer before they enter the academy and are switched off.
At the end of the day, when can a phone/device be used?	Phones can be used once students leave the green gates near the bike sheds, or near the D Block gate.
In the event that a child needs to use their phone/device in exceptional circumstances and/or as a reasonable adjustment, parents/carers should first speak to:	The Pastoral team or a member of reception. This will then be reviewed with the appropriate Year Director or a member of the Senior Leadership Team.
If a child needs to ring home during the day, they should:	Speak to their Pastoral Manager or inform a member of staff.
What action will be taken if a child's phone/device is seen and/or heard by staff when it is not permitted to be used?	If a mobile phone is used, seen or heard on the academy site, it will be confiscated and securely placed in the Year Base Office. In the first instance, students can collect their phone until the end of the academy day. Parents/Carers are made aware of this via InTouch. If a mobile phone is used, seen or heard on the academy site repeatedly, it will be confiscated and securely placed in the Year Base Office, but a parent/carer will need to collect the phone by 4.00pm (or it can be kept until the end of the next academy day). Parents/Carers are made aware of this via InTouch. Persistent misuse of mobile phones will result in students needing to hand their phone in each day for a period of time, before it is reviewed.
Sixth Form	Sixth Form students are only permitted to use phones in the common room. They must be away when they leave this area, or when they enter classrooms or workspaces in the wider school.